

## Close or Freeze a Position



People • Service • Business

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LINK

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## Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



The screenshot shows the Workday login interface. At the top is a blue header with the Workday logo. Below the header, on the left, is a 'Sign In to Workday:' section with input fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Change Password' and 'Forgot Password?'. On the right, there is a 'LINK' logo with the text 'EMPLOYEE WORK CENTER -- If you forgot your password, please click the "forgot password?" link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email.'

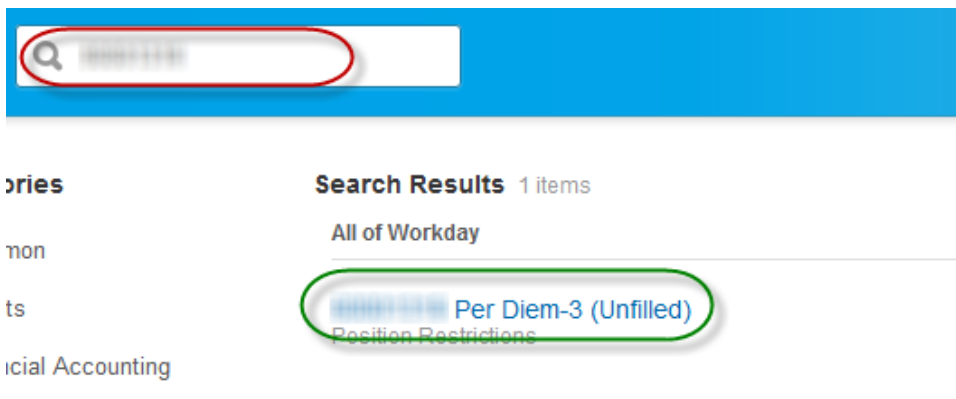
## Close or Freeze a Position

If you have an unfilled position and you do not wish for it to show up on the Legislative Vacancy Report, you have two options:

- **Close Position** – Permanently closes the position.
- **Freeze Position** – Freezes the position until you need to unfreeze it; it will not be listed in the vacancy report.

## Close a Position

1. Type the position number in the search box (red oval), and press enter.



The screenshot shows a search interface. At the top, there is a search bar with a magnifying glass icon and a red oval around it. Below the search bar, on the left, is a list of 'ories' (likely 'Positions') with entries like 'non', 'ts', and 'icial Accounting'. On the right, there is a 'Search Results 1 items' section. Under 'All of Workday', there is a result for 'Per Diem-3 (Unfilled)' with a green oval around it. Below this result, there is a link for 'Position Restrictions'.

## Close or Freeze a Position

2. In the results, click **Related Actions** after the position (green oval above).



3. Click **Position Restrictions**, and then select **Close Position**.



4. Choose the **Close Reason** from the following options:

1. **Close Position or Headcount > Close Position > Budget Cut.**
2. **Close Position or Headcount > Close Position > No Longer Needed.**
3. **Close Position or Headcount > Close Position > Organization Restructure.**

A screenshot of the 'Close Reason' selection form. The form has a search bar and a list of options. The options are: 'Close Position or Headcount > Close Position > Budget Cut', 'Close Position or Headcount > Close Position > No Longer Needed', and 'Close Position or Headcount > Close Position > Organization Restructure'. The first option is highlighted.

5. Type a date in the **Close Date** field (**\*required**).

A screenshot of the 'Close Date' field and 'Additional Information' section. The 'Close Date' field is highlighted with a red box. The 'Additional Information' section includes 'Job Description' (Per Diem positions) and 'Available For Hire' (checked).

6. Click **Submit**.

## Close or Freeze a Position

Submit

Cancel

View Comments (0)  
Process History  
Related Links

7. You will get a notice that the **Process Successfully Completed**.

You have submitted

Close Position: Per Diem-3



Process Successfully Completed

Details and Process

Done

## Freeze a Position

You would use this business process for when you wish that an unfilled position will not display on the vacancy report, but you plan on filling the position in the future.

1. Type the position number in the search box (red oval), and press enter.

Search Results 1 items

All of Workday

Per Diem-3 (Unfilled)

Position Restrictions

2. In the results, click **Related Actions** after the position (green oval above).



## Close or Freeze a Position

- Click **Position Restrictions**, and then select **Manage Position Freeze**.



- You have two options for Freeze (and two options for Unfreeze) for the **Freeze/Unfreeze Reason** ... choose your option, and then click the reason from the following options:
  - Freeze
    - Freeze Position, Headcount, or Job Group > **Freeze** > **Budget Freeze**.
    - Freeze Position, Headcount, or Job Group > **Freeze** > **Hold for Organization Structure Review**.
  - Unfreeze
    - Freeze Position, Headcount, or Job Group > **Unfreeze** > Freeze Position, Headcount, or Job Group > **Unfreeze** > **Budget Unfrozen**.
    - Freeze Position, Headcount, or Job Group > **Unfreeze** > Freeze Position, Headcount, or Job Group > **Unfreeze** > **Organization Structure Review Complete**.
- Type a date in the **Freeze/Unfreeze Date** field (**\*required**).
- Click the box for **Frozen** (or, if unfreezing a position, uncheck).

### Manage Position Freeze

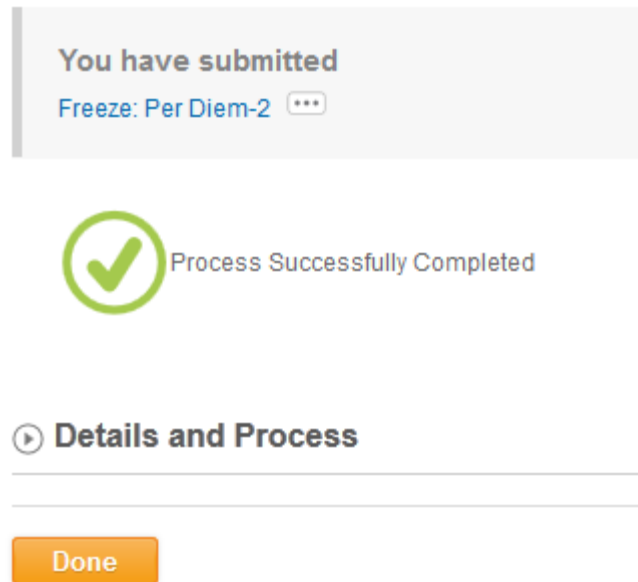
**Per Diem-2 (Unfilled)** ...

Organization	Planning Commission (Planning - Budget 10000114)
Freeze/Unfreeze Reason	X Group > Freeze > Budget Freeze
Freeze/Unfreeze Date *	05/01/2014
Last Updated	04/22/2013
Frozen	<input checked="" type="checkbox"/>
Job Posting Title	Per Diem-2

- Click **Submit**.

<b>Submit</b>	<b>Cancel</b>	View Comments (0) Process History Related Links
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8. You will get a notice that the **Process Successfully Completed**.



## LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234